

Tips for New GAP Grant Recipients and Employees

- I. Review GAP Guidance (2000 and 2006 Supplemental), applicable regulations (40 CFR Part 31 and 35 Subpart B), and applicable OMB Circulars (A-87, A-102, and A-133)
- II. Read and understand your GAP grant Assistance Agreement/Amendments
 - A. Project Period
 - B. Project Budget
 - C. Payment Type
 - D. Grant Terms and Conditions
- III. Read and understand your GAP Workplan and Budget
 - A. Understand what project deliverables must be produced and what timelines need to be followed
 - B. Evaluate past program performance to ensure that all required reports and deliverables have been submitted
- IV. Obtain all necessary reporting forms and identify reporting schedules (typical schedule below)
 - A. GAP Quarterly Report Template
 - B. Financial Status Report (SF 269 or 269A)
 - C. Minority and Women Business Enterprise Report (EPA 5700-52A)
 - D. EPA Payment Request form
 - E. Federal Cash Transactions Report (SF 272)

		Submit to:		
Report Type	Due Date	Project Officer	Grant Specialist	Other
Quarterly Report and Grant Products/Deliverables	Within 30 days of end of quarter	Y		
MBE/WBE Report	Annually by October 30	Y		YValerie Badon MBE/WBE Coordinator
Financial Status Report	Within 30 days of end of project year or 90 days of end of project period (final report)	Y	Y	
EPA Payment Request Form	Advance-Every one to two weeks, based on disbursement schedule Reimbursement-Monthly	Y		YMarge Pumphrey (LVFC)
Cash Transactions Report (SF 272)	Within 15 days of end of quarter	Y		YMarge Pumphrey (LVFC)
Lobbying Certification Form	Within 90 days of end of project period	Y	Y	
Final Performance Report	Within 90 days of end of project period	Y		
Equipment Report	Within 90 days of end of project period	Y		
Annual Audit	As available	Y	Y	
ICR Agreement or ICR Application Information	As available, prior to charging indirect costs	Y	Y	

Mailing Addresses:

Project Officer

US EPA AK Operations Office
222 West 7th Avenue, #19
Anchorage, AK 99513
Fax: 907-271-6340

Grants Specialist

US EPA Region 10
1200 Sixth Avenue, OMP-145
Seattle, WA 98101
Fax: 206-553-4957

MBE/WBE Coordinator

US EPA Region 10
1200 Sixth Avenue, OMP-145
Seattle, WA 98101
Fax: 206-553-4957

Las Vegas Finance Center

US EPA LVFC
PO Box 98515
Las Vegas, NV 89193-8515
Fax: 702-798-2423

- IV. Clarify reporting and programmatic responsibilities of tribal staff (IGAP staff, bookkeeper, administrator)
- V. Meet with Project Officer and Grant Specialist by phone within first 2 weeks of employment
- VI. Submit revised Key Contact sheet from EPA Region 10 Grant website